



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052022R10006
ISSUANCE DATE: 01/27/2022
CLOSING DATE/TIME: 02/28/2022 at 03:00 p.m. local time.

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC or TCNPSC) – Project Management Specialist (Biodiversity) FSN-11**
(Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Guadalupe Ramirez
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION No.:** 72052022R10006
- 2. ISSUANCE DATE:** 01/27/2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:**
02/28/2022 before and/or at 03:00 p.m. local time.
- 4. POINT OF CONTACT:** Andrea Gramajo, e-mail at agramajo@usaid.gov
- 5. POSITION TITLE:**
USAID Project Management Specialist (Biodiversity), FSN-4005, grade 11.
- 6. MARKET VALUE:**
Q.380,559.00 – Q.589,867.00 equivalent to FSN-11. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in Guatemala. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:**
The period of performance is five (5) years, estimated to start o/a August, 2022. The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (on or around 04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.
- 8. PLACE OF PERFORMANCE**
Guatemala with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS: CCN PSC and TCN PSC.**
All CCN-PSC and TCN-PSC interested candidates eligible to work in Guatemala. Cooperating country national (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means and individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.
- 10. SECURITY LEVEL REQUIRED:**
Regional Security Office Background Check.

11. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract.*

This position is in the Economic Growth Office (EGO) in Guatemala and covers all Biodiversity conservation programming in Guatemala. The Biodiversity Specialist for the Environment Team is a senior-level professional who performs a variety of functions, including, program management and analysis, reporting and communications, performance monitoring, activity design, and collaboration across the teams and offices in the USAID mission in Guatemala, USG missions in the Selva Maya countries, and USAID/Washington counterparts. Additionally, the Biodiversity Specialist will provide high-level communications to Embassy leadership and United States Government elected representatives.

The incumbent serves as an advisor to mission, embassy, agency and elected leadership on biodiversity conservation topics, and represents the program externally to government ministries and offices, multilateral and bilateral donors, non-governmental organizations, and other key stakeholders. The incumbent's counterparts include bilateral missions, governmental policy makers, natural resource managers, and other technical experts and decision-makers. S/he/they provides high-level programmatic and strategic support to the Deputy Office Director, mission leadership, embassy leadership, agency leadership, and bilateral USAID missions throughout the region.

2. *Statement of Duties to be Performed*

50%: Management of USAID/Guatemala Biodiversity Programming

- The incumbent is responsible for the day-to-day oversight of the Biodiversity Programming in Guatemala and USAID/Guatemala engagement in regional coordination in the Selva Maya.
- S/he/they supports the environment team and Deputy Director on program leadership.
- S/he/they understands the entire portfolio, and coordinates with other USAID/Guatemala staff managing activities that complement this portfolio, to ensure strategic alignment to USAID's Biodiversity Policy and requirements for programming in and around protected areas and parks.
- The incumbent guides mission members on biodiversity direct and indirect programming and reports on metrics from the biodiversity program. In close coordination with the Environment Team and Deputy Office Director, s/he/they communicates biodiversity program goals and deadlines.
- The incumbent serves as an advisor to mission, embassy, and agency leadership on biodiversity topics, and represents the program externally to government ministries, multilateral and bilateral donors, non-governmental organizations, and other key stakeholders.
- The incumbent regularly liaises with bilateral USAID missions in the region and USAID/Washington-based operating units, ensuring USAID's biodiversity programming complements regional and bilateral programs and meets Agency priorities.
- S/he/they leads activity designs, securing high-level support for these efforts.

- The incumbent also responds to Congressional inquiries and coordinates senior mission and/or U.S. Embassy staff on official visits.
- As a USAID certified Agreement officer's Representative (AOR)/contract Officer's Representative (COR), s/he/they ensures compliance with all applicable laws, regulations, guidance and policies.
- Responsibilities include independently preparing statements of work, recommending selection of implementing mechanisms, chairing Technical Evaluation Panels to select contractors/awardees, among other tasks.
- The incumbent develops, leads, and participates in various teams, comprised of representatives from Office of Acquisition and Assistance (OAA), Resident Legal Office (RLO), Financial Management Office (FMO), Planning and Program Support Office (PPSO), Executive Office (EXO), and other offices to ensure effective implementation of all requirements, guidance and policies.
- S/he/they provides technical leadership during planning phases and throughout award administration. Award administration responsibilities include monitoring implementers' technical reports and field work and monitoring expenditures.
- The incumbent is responsible for managing up to three activities (contracts, grants, agreements, etc.), with a life-of-project budget of over \$25 million.
- The incumbent also leads and/or serves on technical working groups, which may include Indigenous Engagement, Private Sector Engagement, Water and Gender working groups and, as such, is expected to collaborate across the mission portfolios and have a strong understanding of technical working group sectors' inclusion in office activities.
- The incumbent provides mentorship, team building, and facilitation in close coordination with the Environment Team and Deputy Office Director.

30%: Support to Biodiversity Program Information Management and Reporting

- The Biodiversity Specialist uses metrics and tools to track and advise on progress towards the biodiversity programming purpose and objectives.
- In coordination with the Environment team, s/he/they coordinates knowledge management for biodiversity conservation topics, preserving and organizing relevant information and reports, arranging for consultancies on specific topics as needed, and identifying training opportunities that support biodiversity program goals.
- The incumbent drafts public information materials on activities and achievements, and contributes to overall EGO, Mission, and embassy reporting.
- S/he/they collaborates with staff from EGO and other USAID missions in Central America to synergistically achieve regional biodiversity conservation goals.

20%: Technical Leadership

- The incumbent serves as a technical advisor on Guatemala and regional Selva Maya biodiversity topics, advising the Mission, embassy and agency on policies, laws and regulations, institutional design, capacity building, science and technology, professional education and training, and sector management relevant to biodiversity science; regional threats to biodiversity in the Selva Maya; and conservation of biodiversity and ecosystems.
- S/he/they uses technical knowledge to lead regional coordination in the Selva Maya and biodiversity programs in Guatemala in conceptualizing and evaluating assistance programs,

and shares lessons learned within the Selva Maya regional conservation and development community.

- As assigned, the incumbent serves as a liaison with other USG agencies, international environmental authorities, and experts from regional governments, industry, academia, and civil society.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least fifteen (15) workdays of training to a cooperating country national (CCN) designated by USAID/Guatemala. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

3. **Supervisory Relationship.** The incumbent reports to and receives general supervision from USDH Deputy Economic Growth Office Director or his/her/their designee.
4. **Supervisory Controls.** Supervision of other Mission staff is not contemplated under this position.

12. PHYSICAL DEMANDS: The position does not require undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A Bachelor's degree or host country equivalent is required in biological science, natural resource management, or a related field.
2. **Prior Work Experience:** A minimum of five years of progressively responsible experience in analysis or program management relating to ecology, biodiversity, ecosystems, conservation, or other environmental issues is required.
3. **Language Proficiency:** Level IV (fluent) English language proficiency, in both speaking and writing, as well as Level IV (fluent) Spanish language proficiency, in both speaking and writing, is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

a. Education (20 points)

- A Bachelor's degree or host country equivalent is required in biological science, natural resource management, or a related field.

b. Prior Work Experience (30 points)

- A minimum of five years of progressively responsible experience in analysis or program management relating to ecology, biodiversity, ecosystems, conservation, or other environmental issues is required.

c. Job Knowledge (30 points)

- Specialist knowledge of biodiversity conservation issues and development priorities throughout Guatemala and the selva Maya is required, including key threats to the region's biodiversity.
- Through knowledge of, of the ability to acquire through knowledge concerning USAID's biodiversity funding priorities, as well as priorities for the Government of Guatemala.
- Thorough knowledge is required regarding environmental and related organizations that function in Guatemala and in the Selva Maya region.

d. Skills and Abilities (20 points)

- Solid ability to manage, monitor, evaluate, and report on bilateral and regional programs and activities is required.
- Competence, experience, and maturity in dealing with government officials and international organizations.
- Ability to identify significant economic, political, and social trends and assess their importance and potential impacts on USAID development assistance objectives and projects.
- Must be able to work effectively in teams, both internally and across USAID bilateral missions in the region.
- Proven skills to work effectively in crosscultural situations and in highly charged political environments.
- Must possess Knowledge Management skills, specifically the ability to obtain, analyze, evaluate, organize, and preserve, and present data in meaningful terms.
- Ability to contribute to strategic communications efforts.
- Strong communications skills both orally and in writing.
- Ability to follow through on USAID project management issues.
- Ability to quickly learn USAID regulations and contracting procedures.

Total Possible Points: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. SUBMITTING AN OFFER

1. CCN-PSC eligible offerors are required to complete and submit the offer form [DS-174 form](#) (Employment Application for Locally Employed Staff or Family Member); for TCN-PSC eligible offerors the [AID-309-2 form](#) (Offeror information for Personal Services Contract with individuals).
2. Offeror must also submit a signed cover letter and a resume written in English.
3. A supplemental document with written responses to the Evaluation Factors listed under Section III.
4. Personal identification, relevant educational certificate (s), work permit or residency permit.
5. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to Guatemalavacancies@usaid.gov.
7. Offerors' submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide the successful Offeror instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health and life Insurance
 - b. Retirement plan (if applicable)
 - c. Annual and Sick leave
 - d. Annual bonuses: Bonus 14 and Christmas Bonus
 - e. Annual performance bonus (MBC Reward, as applicable)
 - f. Local and American Holidays

in accordance with Mission policy and local labor laws.

1. ALLOWANCES:
 - a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Guatemalan Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary, in accordance with Mission policy and local labor laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: <i>641-MOD-20-HT-00</i>	1	LOT	<u>\$TBD</u>	<u>\$TBD at Award after negotiations with Contractor</u>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

*** END OF SOLICITATION ***